



## Employment Screening

### Our Credentials

- We conduct state-of-the-art employment and tenant screening for clients worldwide, providing actionable intelligence of the highest quality.
- Our services are fully compliant with the FCRA, and we provide our clients with critical compliance information including many of the FCRA required documents.
- We work across industries and with companies of different sizes customizing screening services to our clients' requirements.
- Our screening team includes industry experts and specialists in the legal field, human resources, and government services.

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“Ask any labor lawyer, human resource manager or security professional whether an employer should engage in pre-employment screening. They all will have but one response: it is an absolute necessity. The exercise of due diligence is a must today, and proper due diligence includes verifications, background checks and pre-employment screening.”

*The Safe Hiring Manual*  
by Lester Rosen

**K**now whom you're hiring so you can hire the best candidates. Due diligence in employment screening and hiring is essential to help safeguard your company and your employees. Protect your investment in personnel recruitment, hiring, and training by doing it right the first time.

We conduct state-of-the-art employment screening for clients worldwide. We provide our clients with actionable intelligence enabling them to make informed hiring decisions.

We work across industries and with companies, non-profits, and governmental organizations of different sizes. We tailor screening packages for your organization's particular industry and different employee classes.

Put your mind at ease by knowing that experienced professionals are conducting your organization's employment screening.

## Tenant Screening

We conduct state-of-the-art tenant screening for landlords worldwide. We work with property managers and landlords responsible for very large complexes to individual landlords managing one rental property. We tailor screening packages to meet individual client requirements.

## Quality Assurance & Legal Compliance

Our quality assurance practices ensure that we are in full compliance with the Fair Credit and Reporting Act (FCRA) and other pertinent laws and our reports are of the highest possible quality. Our records are from primary sources, and when appropriate we conduct telephone interviews translating into a very high accuracy rate. We retrieve the most up-to-date and accurate information for each order, and we do not maintain proprietary criminal databases nor recycle criminal records.

We are well versed with the FCRA and can provide your organization with critical compliance information and many of the FCRA required documents for each stage of the process.

**Select one of our screening packages or create your own and save 10 percent over individual screening product prices.**

# Professional FCRA-Compliant Screening

“Employers order criminal records on applicants because the law requires it... A growing reason why businesses order criminal records is the fear of being sued for negligent hiring... Watching an employer who does a lot of hiring but neglects to order criminal records is like watching a train wreck unfold. You can see the disaster coming from a long way away and the wreck is inevitable, but you can't do anything to stop it.”

*The Criminal Records Manual*  
by Derek Hinton

“What a ride! Claiming only a bachelor's degree from an unaccredited, and little-known institution... David Edmondson launched a dream career, rising to the very top of corporate power and prestige... Just nine months after becoming CEO, Edmondson resigned in disgrace Feb. 20, after the Fort Worth Star-Telegram disclosed that he had falsified his resume and biography... It turns out that Edmondson's claims of even modest educational credentials were untrue.”

“Radioshack's Lesson: Trust But Verify,” by Mark Morrison  
*Business Week Online*

## ***Criminal Background Checks***

We conduct local, state, and federal criminal background checks from primary sources. To start, we suggest conducting county-level court record searches in the county(s) where the individual lived, worked and/or attended school during the last seven years. County level court record searches provide the most recent and up-to-date information. To supplement county-level court record checks, we conduct searches of statewide and federal criminal record databases.

## ***Driving History Checks***

We recommend driving history checks for prospective employees who are under consideration for positions that require driving on company time. We search statewide department of motor vehicle records and retrieve the license status, license type, endorsements, restrictions, driving violations and suspensions.

## ***Reference Checks & Employment Verifications***

Our reference checks are telephone interviews with former employers or other references that include a skill-based assessment of an employee's performance, abilities, and work history compared to other candidates. We also offer 360-degree reference checking for employers seeking a broader assessment of job candidates.

## ***E-Verify & Social Security Number Verifications***

We verify employment eligibility of your newly hired employees, comparing Form I-9 information against both the Department of Social and Health Service's and the Social Security Administration's databases. A social security trace can determine the names and addresses associated with a social security number over a specified time period. A SSN trace can also determine the specific counties in which to conduct criminal record checks.

## ***Drug Screens***

Drug screens are government mandated for certain classes of workers such as truck drivers, airline personnel and for security clearances. Employers may also implement pre-employment drug screening for all employees. We manage the entire drug screening process and use only labs certified by the Substance Abuse and Mental Health Services Administration (SAMHSA).

## ***Academic & Professional Licensing Verifications***

Licensing and certification verifications include contacting the appropriate institution(s) to determine the type of license, if the license is currently valid, date of issue, the licensing authority, and any disciplinary action taken against the licensee. Our academic verifications include contacting the relevant school(s) to determine dates of attendance, degree(s) obtained, and year graduated.

**Employment Screening Professionals**

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